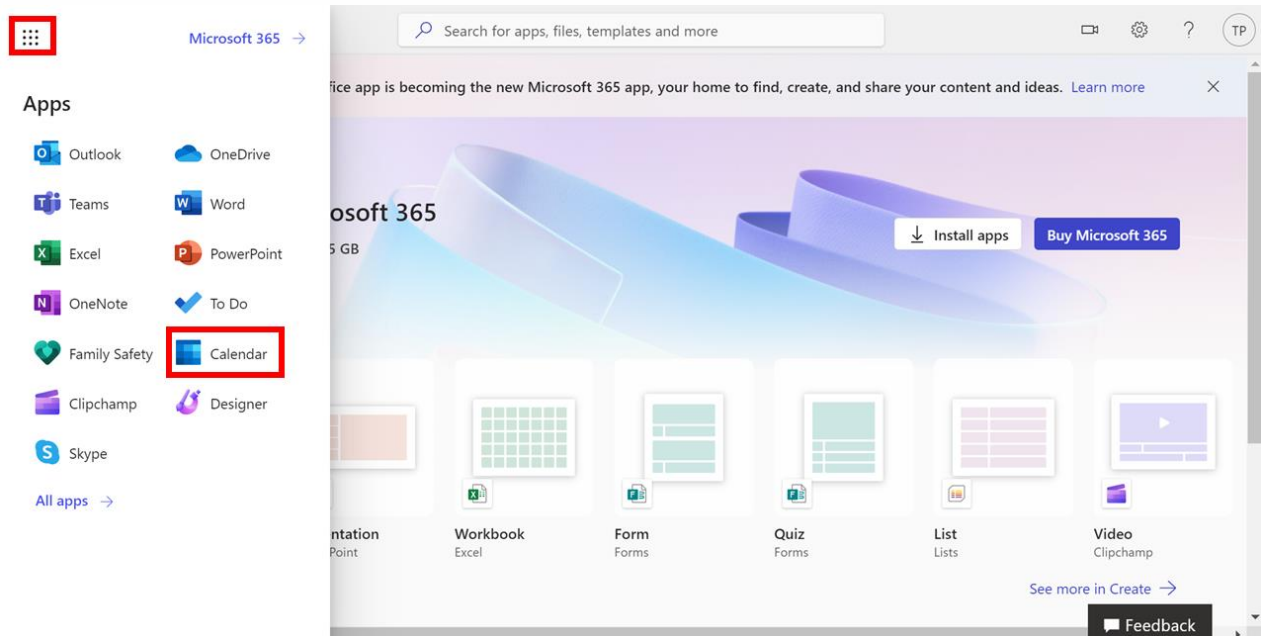




## Pre-Classroom Notes - MS Calendar

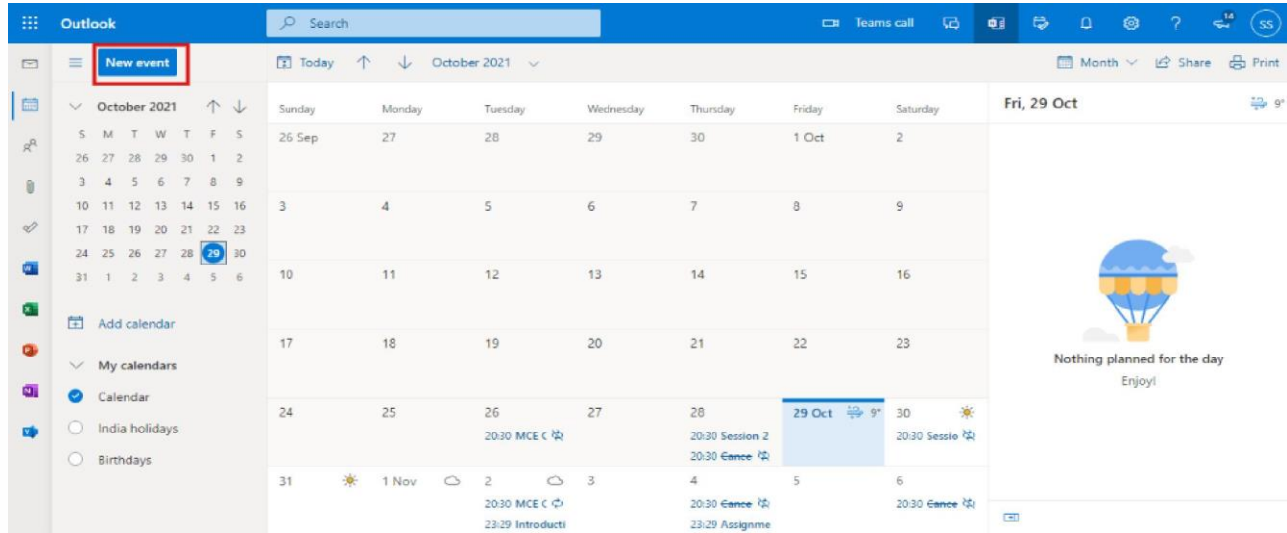
**Step 1:** Let's start by switching to <https://www.office.com/>. Now after signing in with the given ID Follow the steps mentioned below.

**Step 2:** Click on 9 dots and then click on “Calendar”

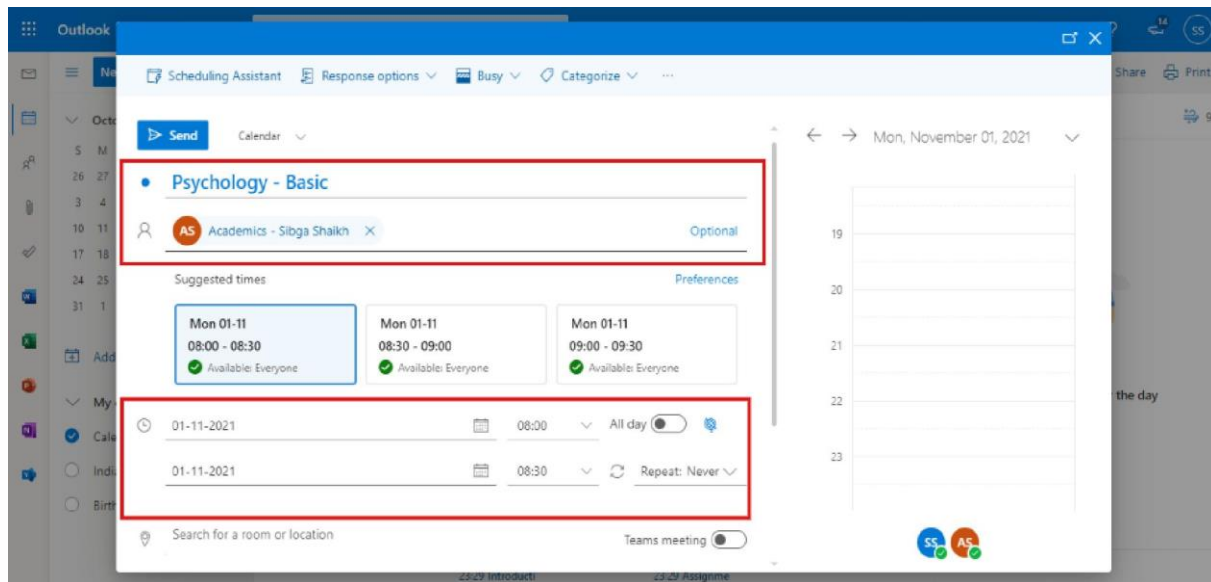




### Step 3: Add New Event - Click on the button on the left-hand side above **New Event**

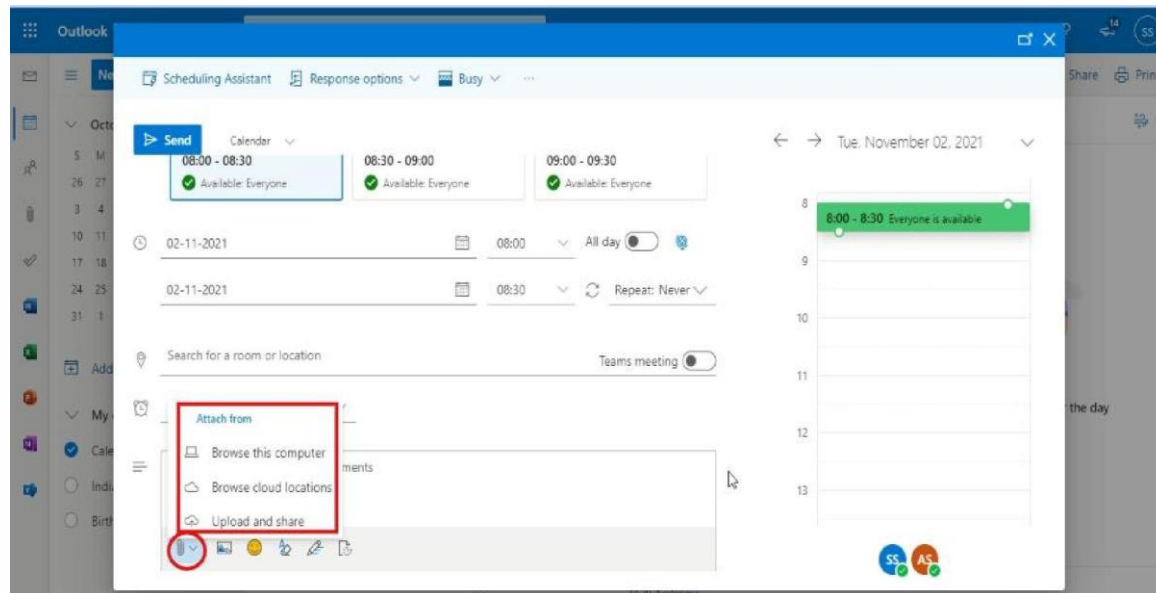


### Step 4: Add Title, Date, and invite people you want to attend your event

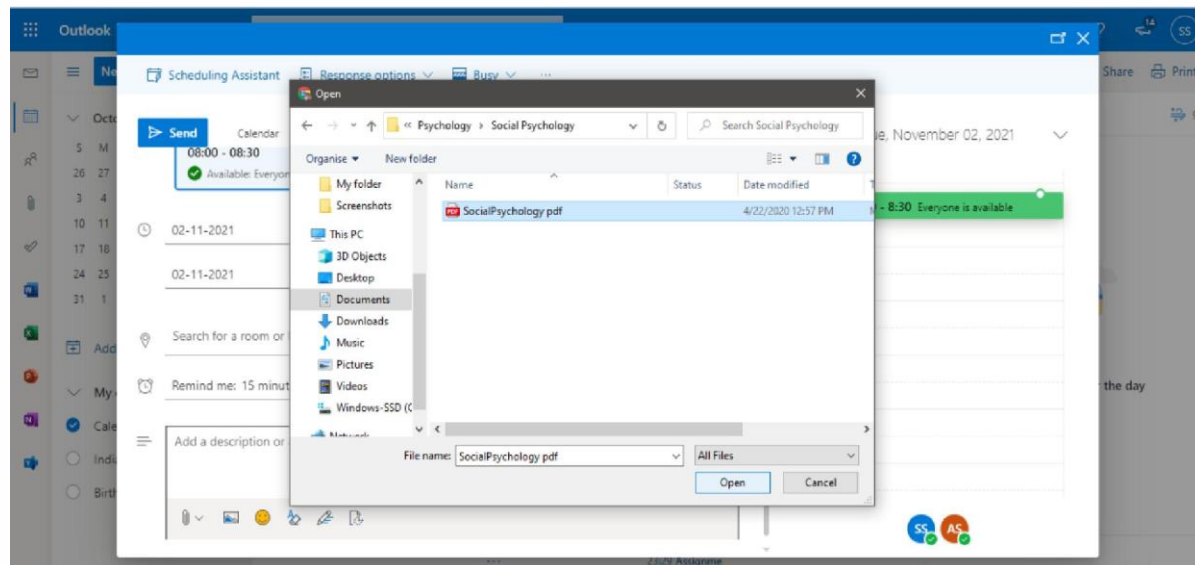




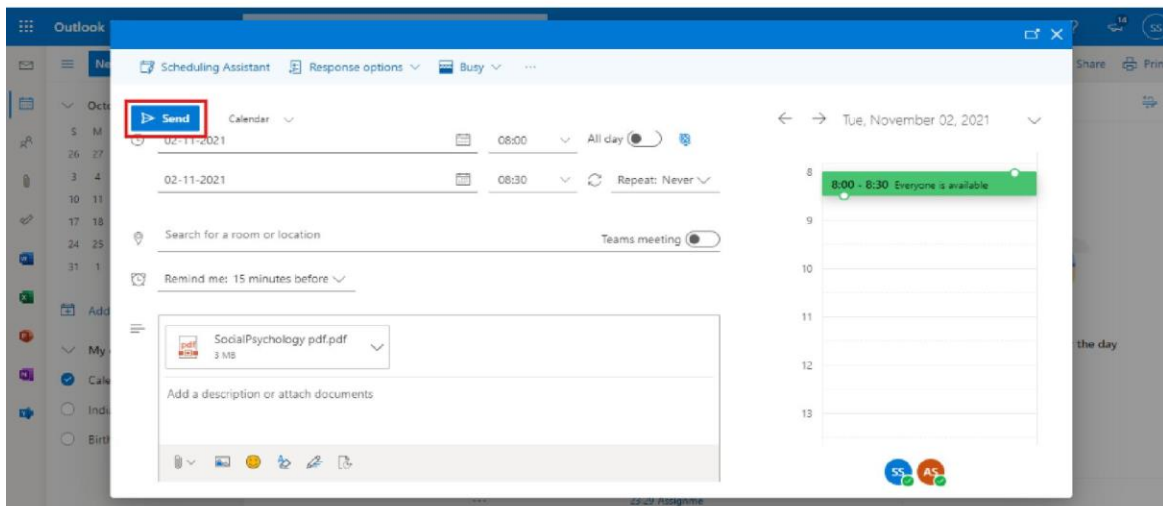
a. You can attach the file you want your student should go through before the event



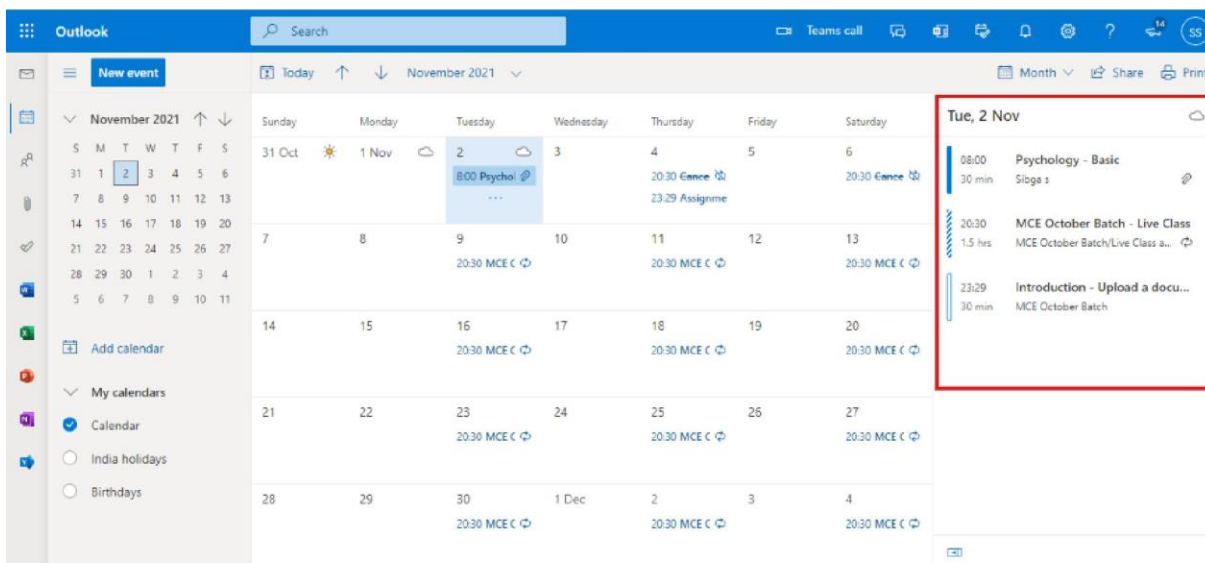
b. Attach the file and click on open or double click the selected file



c. Once you have filled up all the required details click on **Send**.



d. You can check all your meetings on the right side



**Note:** We will learn about more features in the class